



### Application Form – NON-TEACHING position

1. Please complete the application form and recruitment monitoring form and return by email to the email address shown on the job advert.
2. If you have any queries, please contact us; contact details are provided on the job advert.
3. Guidance on completing this form can be found in the document 'Guidance on Completing your Application Form'.

1a. Job details	1b. Guaranteed interview for people with disabilities
<b>(Please complete this section from information on the job advert)</b>  <b>Job title:</b>  <b>Job reference:</b>  <b>Closing date:</b>	<b>Do you consider yourself to be a disabled person?      Y / N</b>
	<b>If yes, do you require any support or adjustments to enable you to take part in the selection process for this job?      Y / N</b>
	<b>If yes, please give details:</b>
People with disabilities who meet the essential criteria will be guaranteed an interview.	

2. Personal Details	
<b>Title:</b>	<b>Contact details:</b>
<b>Surname:</b>	<b>Mobile number:</b>
<b>Initial(s):</b>	<b>Home number:</b>
<b>Address:</b>	<b>E-mail:</b>
<b>Postcode:</b>	<b>National insurance no:</b>



**3. Education / Qualifications (most recent first)**

School/college/ university/placement	From	To	Courses taken/ qualifications	Grade / Outcome	Date

(For written applications, please continue on a separate sheet if necessary)

**Are you currently a member of any professional bodies?      Y / N**

**If so, please state name of body:**

**Level of membership attained:**

**Membership No:**

**Are you registered for CPD (Continuous Professional Development)?      Y / N**



**4. Present employment**

<b>Name and address of present employer:</b>	<b>Job title:</b>
	<b>Gross salary/wage:</b>
	<b>Date of appointment:</b>
	<b>Notice period:</b>

**Brief details of duties and responsibilities:**  
(For written applications, please continue on separate sheet if necessary)



5. Past employment (paid or unpaid) – most recent first			
Employer's name (and address if appropriate)	Position held	Dates (month/year)	
		From	To



<b>6. Relevant training courses attended – most recent first</b>			
<b>Organising body</b>	<b>Course details</b>	<b>Dates (month/year)</b>	
		<b>From</b>	<b>To</b>
<b>(For written applications, please continue on a separate sheet if necessary)</b>			



## 7. Experience & Additional Information

**Please give reasons for making this application.**

See document "Guidance on Completing your Application Form."

(For written applications, please continue on a separate sheet if necessary)



## 8. Job share

Are you applying as a job sharer? Y / N

## 9. Relationships

Are you related to any Director, Governor or employee of St Bartholomew's CE MAT? Y / N

If yes, please state who:

*Please note: Canvassing of members or officers of St Bartholomew's CE Multi Academy Trust directly or indirectly in connection with this post will disqualify your application.*

## 10. Safer recruitment: Disclosure of criminal and child protection matters, Rehabilitation of Offenders Act 1974 and Criminal Records Bureau / Disclosure and Barring

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) and the Criminal Justice and Court Services Act 2000. It is also covered by the Protection of Children Act 1999.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

[https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974.](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)

*Prior to any offer of employment being made, the successful candidate will be required to complete a Disclosure Application Form. Once completed this disclosure form will be sent to the Disclosure and Barring Service. The DBS will search Police Force, Department of Health, and Department for Education & Skills records for relevant information. The DBS will inform the successful candidate of the result of their search and issue the candidate with a DBS certificate. They will also send a notification via the online DBS system*



*to the Trust to confirm whether this check is clear or not. The successful candidate will then be required to bring in the original certificate to the relevant school for verification.*

In accordance with the [Childcare Act 2006](#) and the [Childcare \(Disqualification\) Regulation 2009](#) the Governors are required to obtain an additional staff disqualification declaration for employees within settings providing care for early years childcare (this covers the age range from birth until 1<sup>st</sup> September following a child's fifth birthday i.e. up to and including reception age) or later years childcare (this covers children above reception age but who have not attained the age of 8) in nursery, primary or secondary school educational settings, or if when directly concerned with the management of such childcare related establishments. This declaration is to confirm that you are not disqualified 'by association' to anyone currently residing within your household who is disqualified under the [Childcare \(Disqualification\) Regulation 2009](#).

### 11. Asylum and Immigration Act 1996

In accordance with the Asylum and Immigration Act 1996, if short-listed you will be required to provide documentary evidence that you are legally entitled to live and work in the United Kingdom. You must therefore provide at the interview original copies of the official documents listed in the Preventing Illegal Working – Home Office Regulations May 2004 A Guide for Candidates.

**Do you require a work permit to work in the UK?      Y / N**

### 12. References

**(To be completed by ALL applicants including those applying internally)**

Note: Referees should **not** be friends or relatives.

<b>(i) Present/most recent employer</b>	<b>(ii) Previous employer</b> If no employment history, use teacher or similar.
<b>Name:</b>	<b>Name:</b>
<b>Job title:</b>	<b>Job title:</b>
<b>Address:</b>	<b>Address:</b>
<b>Email address (required):</b>	<b>Email address (required):</b>
<b>Telephone:</b>	<b>Telephone:</b>





***We reserve the right to contact referees prior to interview.***

**13. Driving**

(Answer only if relevant to mobility requirements of the post/job, or if car allowance applicable)

**Have you a full current driving licence?      Y / N**

**If LGV/PCV, please state category:**

**14. Declaration**

(To be signed at interview if completed electronically)

I certify that to the best of my knowledge the information I have given is correct (providing false information or deliberately omitting relevant information will make the candidate liable to dismissal or disciplinary action if appointed).

**Signature:**

**Date:**